



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 18 June 2021

Reference Number: IC-2021-078

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**Country:** Republic of Kazakhstan

**Description of the assignment:** National expert in the field of forestry to provide services for the development of legislation and pilot projects on forest carbon

**Project name:** Biodiversity Finance Initiative (BIOFIN), 00113227, 00108641; "Conservation and sustainable management of key globally significant ecosystems for multiple benefits", 00101043

**Period of assignment/services:** July 2021 to September 2022 (230 working days)

**Contract Modality:** Individual contractor (IC)

**Important Note:** Technical and Financial Proposal Submission Proposals must be submitted in **separate** PDF/Word file!

Any request for clarification must be sent by standard electronic communication to the e-mail [procurement.kz@undp.org](mailto:procurement.kz@undp.org) with copy to [karina.amralina@undp.org](mailto:karina.amralina@undp.org) and in e-mail subject please indicate *Query\_Ref.2021-078*.

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### 1. BACKGROUND

The 2nd phase of the project "Biodiversity Financing Initiative - BIOFIN" (hereinafter - BIOFIN) is implemented by UNDP with financial support from the Government of Germany and the Government of Switzerland. Phase-2 of BIOFIN in Kazakhstan is aimed at testing six financial solutions: (1) subsidizing game breeding, (2) creating tax incentives for the development of ecotourism, (3) increasing the capacity of protected areas to improve financing, (4) biodiversity offsets, (5) offsetting carbon emissions within the framework of the domestic emissions trading system (ETS) and (6) attracting foreign investment for the implementation of projects for the absorption of greenhouse gases by forest ecosystems.

The introduction of new financial solutions will be based on changing existing and preparing new legal norms, testing, studying the experience of other countries, approaches, increasing the capacity of industry experts, extensive information about the problems and opportunities for financing biodiversity.

The project of the Government of the RK-GEF-UNDP "Conservation and sustainable management of key

globally significant ecosystems for obtaining various benefits" (hereinafter - the UNDP Forest Management Project) has been implemented in Kazakhstan since 2018. The project strategy is to comprehensively address the issues of conservation and sustainable use of forest ecosystems in Kazakhstan by improving management approaches both within the PA system and on adjacent landscapes with the aim of sustainable use of HCVF.

UNDP biodiversity projects aim to promote gender equality and the empowerment of women, as relevant and feasible as possible in project implementation.

## **2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK**

Objective 1. Piloting forest carbon projects

Objective 2. Providing expert support in terms of the specifics of the forest industry in the development by experts (international and national) of BIOFIN training modules on the development, implementation, assessment and monitoring of forest carbon projects, preparation of calculations of carbon sequestration by forests and CO<sub>2</sub> absorption

Objective 3. Preparation of amendments to the legislation in the field of forests in the context of the development and implementation of forest carbon projects

*For detailed information, please refer to the Term of Reference (Annex 1)*

## **3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

### **Education:**

- Higher education in natural and social sciences.

### **Experience:**

- At least 5 years of experience in forestry sector organizations.
- At least 3 years of experience in the development of RLA.
- Knowledge of national legislation in the field of forestry and ecology;
- Knowledge of the procedures for the development and approval of legal acts according to the regulations of the Government of Kazakhstan;
- Knowledge in the development of forest carbon projects;
- Experience in preparing analytical reports.

### **Competencies:**

- Excellent knowledge and command of the Russian language, knowledge of English is an advantage.

## **4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS**

The following documents in **PDF** to be attached to the Offer (maximum size 19Mb per one e-mail transmission) and should be sent to [procurement.kz@undp.org](mailto:procurement.kz@undp.org) with indication of **Ref.2021-078** in the e-mail subject not later **4 PM (Nur-Sultan time, GMT+6) of 02 July 2021**:

- a) Duly accomplished Annex 4 "Offeror's Letter to UNDP confirming interest and availability for the Individual contractor" and Annex 5 "Breakdown of Costs Supporting the Final All-Inclusive Price" using provided UNDP template; the document should be provided separately from other required below documents;
- b) Detailed CV, where previous work experience in similar projects should be included, as well as contact details (email and phone number) of the Offeror;
- c) Brief essay explaining why prospective candidate considers him/herself as the most suitable for the assignment; The essay should reflect candidate's knowledge of national legislation in the field of forestry and ecology, knowledge in the development of forest carbon projects and procedures for the development and approval of legal acts according to the regulations of the

- Government of Kazakhstan;
- d) Other documents certifying the work experience, expertise, education, and skills (qualification improvement certificates\diplomas, awards, etc.);

**Incomplete proposals will be rejected automatically. ONLY fully submitted applications would be considered for evaluation!!!**

## 5. FINANCIAL PROPOSAL

This contract is in the national currency tenge with a lump sum of payments for each completed output. The quotation must include all expenses of the expert, including his daily rate, the number of working days (230 working days) to complete the tasks and any other relevant expenses for the task and necessary to obtain the above outputs.

Payment will be made after the approval of interim reports, based on the above outputs by the project manager and signing of the certificate of completion for each output by the UNDP project manager.

The contract price will be fixed regardless of changes in cost components.

## 6. EVALUATION

Individual consultants will be evaluated based on **Combined Scoring method** – where the qualifications and methodology will be weighted a max. of 70%, and combined with the price offer which will be weighted a max of 30%:

- Step I: **Preliminary evaluation** of offers (ONLY fully and timely submitted applications with all required documentation (Essay, CV, Annex-IV and Annex -V) would be considered for shortlisting;
- Step II: **Shortlisting**;
- Step III: **Technical Evaluation** = maximum 700 points (70%), which consists of technical scoring of qualifications and experience (maximum 600 points) and interview (maximum 100 points);
- Step IV: **Financial Evaluation** - 30%.

### Step II: Shortlisting (Pass/fail)

Applications will be shortlisted and only applicants meeting the mandatory criteria:

- Higher education in natural and social sciences
- At least 5 years of experience in forestry sector organizations.
- Excellent knowledge and command of the Russian language

### Step III: Technical Evaluation – 70%:

UNDP will conduct a desk review to technically evaluate the shortlisted candidates. Only candidates obtaining a minimum of 70% (420 points) of the maximum obtainable points for the technical criteria (600 points) shall be invited for the financial evaluation.

### Technical scoring of qualifications and experience – maximum 600 points:

Criteria	Maximum points	Assessment (points)
Higher education in natural and social sciences	100	Bachelor = 70; Master (or 5-year higher education until 1999) = 85; PhD = 100
Experience in forestry sector organizations	150	5 years = 105; +15 points for each additional year of experience;

		Maximum = 150
At least 3 years of experience in the development of RLA	150	Less than 3 years = 0; 3 years = 105; +15 points for each additional year of experience; Maximum = 150
Knowledge in the development of forest carbon projects	100	Level of knowledge on the development of forest carbon projects is assessed as: Poor = 20; Satisfactory = 40; Good = 70; Very good = 80; Excellent = 100
Knowledge of national legislation in the field of forestry and ecology	50	Level of knowledge on national legislation in the field of forestry and ecology is assessed as: Poor = 10; Satisfactory = 20; Good = 35; Very good = 40; Excellent = 50
Excellent knowledge and command of the Russian language, knowledge of English is an advantage	50	Excellent Russian literacy only = 35; + Knowledge of English = 50
<b>TOTAL</b>	<b>600</b>	

**Interview maximum 100 points:**

Only candidates obtaining a minimum of 70% (70 points) of the maximum obtainable points (100 points) during the interview shall be considered for the financial evaluation.

**Step IV: Financial evaluation – 30%:**


The following formula will be used to evaluate financial proposal:

Lowest priced proposal/price of the proposal being evaluated \*100%.

The award of the contract shall be made to the individual consultant whose offer has been evaluated and determined as (a) responsive/compliant/acceptable and (b) having the highest score out of the set of weighted criteria: technical (70%) and financial (30%).

**APPROVED BY:**

Vitalie Vremis  
Deputy Resident Representative

Signature:   
Date: 17-Jun-2021

Zhanat Tileumuratova  
UNDP Head of Procurement

Signature:   
Date: 16-Jun-2021

*Karina Amralina*

**ANNEXES**

**ANNEX 1- TERMS OF REFERENCES (TOR)**

**ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS**

**ANNEX 3- INDIVIDUAL CONTRACT TEMPLATE**

**ANNEX 4- OFFEROR'S LETTER TO UNDP/CONFIRMATION OF INTEREST**

**ANNEX 5 – FINANCIAL PROPOSAL**